

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

TRANSCRIPT ORDERING PROCEDURES

When ordering a transcript of any hearing in the U.S. Bankruptcy Court for the District of Connecticut, counsel must follow the procedures set out below.

1. Transcripts must be ordered by using the multi-part form, AO 435 Transcript Order, available in the clerk's office. No oral orders or written orders in alternative formats will be processed.
2. Counsel should complete items 1 - 19 on form AO 435. On completion, the form should be submitted to the clerk's office, with counsel retaining Part 4 for his/her records. Part 18, the signature line must be signed by the ordering party before the court will process the order.
3. The court will notify counsel of the amount of the required ¹deposit, which may be mailed or delivered to the court. Only upon receipt of the deposit will the court process the order.
4. Delivery time is computed from the date the court receives the deposit.
5. The transcriptionist will notify counsel when the transcript is completed. In the event fees are greater than the deposit fee, counsel will be notified of the balance due, which must be received by the transcriptionist prior to delivery of the transcript.

¹Fees for transcripts are set by the Judicial Conference of the United States and cannot be modified or waived by the transcriptionist or the court. Fees are published by the conference and are available from the clerk's office, or online at our website. The amount required for deposit may be the entire estimated costs of the transcript or a lesser amount as determined by the transcriptionist.